

Superior Court of California
County of San Bernardino
Employment Opportunity



Official Court Reporter

\$5,721 - \$7,311 approximate monthly

Application deadline: Open Continuous
Announcement # 07-023

The eligible list resulting from this recruitment will be used to fill vacancies as they occur throughout the Court. Incumbents may be assigned to work in any Court District within the County to meet the needs of the court. They may also be required to change assignments on short notice or work temporary assignments at other Court Districts.

Official Court Reporters are employees of the San Bernardino County Superior Court and are responsible for the accurate verbatim reporting and transcription of official court proceedings.

We are looking for individuals who will:

- Record verbatim testimony and court proceedings using stenographic and computer aided transcription equipment and real time software; ask judge and other speakers for clarification of testimony, instructions, orders or actions.
- Prepare and read back all, or portions of, the official court proceedings upon instruction from the judge.
- Prepare printed or magnetic media transcripts using computer aided transcription software; produce and certify formal, written transcripts of court proceedings; prepare daily transcripts as needed.
- Receive and process transcript requests; estimate cost of transcripts; duplicate tapes of official records for requesting parties.
- Research medical, legal and technical terminology as well as case citations and related information; develop and modify custom software dictionaries; set up and maintain court reporting, transcription and archival equipment.
- Maintain a variety of electronic and paper files; archive court reports and transcripts; organize and ensure official records security.
- Provide court reporter services in other courtrooms countywide when regularly assigned court is not in session.
- Report all case type proceedings including but not limited to Civil, Family Law, Delinquency, Dependency, Probate and Criminal including Death Penalty matters.
- Prepare transcripts on an individual contractor basis and bill separately pursuant to established fee schedule.

Official Court Reporters shall have the ability to:

- Accurately report court proceedings, meet deadlines as required by the Superior Court, the Court of Appeals and the California Supreme Court.
- Coordinate work with judicial, management, support and administrative staff; work within court policies, procedures and systems.
- Use computer-aided transcription (CAT) and ability to provide computer readable disk upon request.
- Upload raw notes onto an electronic archiving system maintained by the Court for preservation of court reporter notes.

Note: Preparation of transcripts is accomplished outside of regular working hours. Government Code Section 69950 authorizes Official Court Reporters to charge, as independent contractors, a standard fee for transcription.

Requirements:

Completion of a recognized training course in court reporting or an Associate's degree in court reporting and one year of experience, six (6) months of which must be in a courtroom setting, recording testimony in court of record or legal environment or any combination of training and experience that could likely provide the desired knowledge and abilities. **Special requirement:** certification by the California Department of Consumer Affairs Certified Shorthand Reporters Board. Own and maintain appropriate equipment for transcription of court proceedings including computer aided transcription equipment.

How to Apply:

For application materials, contact Court Personnel Department at (909) 387-6894 or visit our website at www.sb-court.org.

Benefits:

Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-employment drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

as – 6/09 update